



Office of the City Clerk

Weekly Report – for Week Ending October 3, 2014

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

City Primary/General 2015 Elections:

The General Information for Candidates Pamphlet and Declaration of Intention and nominating petition documents were reviewed and finalized.

Staff attended the “Ramp Up the Disability Votes” Conference on September 29 where they met with members of the disability community and learned about voter mobilization efforts taking place for the upcoming November election.

The second As-Needed election employee application filing period was opened up on October 1st.

Polling place recruitment began this week. To date, 455 polling places of 1,514 were recruited.

Recruitment and outreach efforts for the City Employee Poll Worker Program started. To date, 102 applications have been requested and issued, and nine applications received.

The updated Election Code became operative on October 1.

2015 Primary and General Election Council District Maps – The Council Candidate District maps for the Primary March 2015 elections have been generated. Maps for the even Council Districts with an index listing of all the precincts and their associated consolidations will be provided to the candidates during the filing period.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	18
Number of Notices/Publications	26
Number of Contracts Attested	61
Number of Council Files Created	81
Number of Claims Received	107
Number of Referrals	42
Number of Council Meetings	6
Number of Committee Meetings	8

Novus Agenda Management System/Electronic Submissions – Council and Public Services continues to pilot group test the workflow definition for electronic submittals from departments. The CAO, CLA, Mayor and City Clerk continue to submit documents. DWP is now submitting documents and Harbor and LAWA should be online by the end of the week.

Council Chambers Voting System Replacement Project - A demonstration was provided by Granicus Inc. of their Council Voting System. Evaluation of off the shelf solutions continues. A status briefing was held with the Information Technology Agency.

Claims Against the City - Electronic Forms - A project kick-off meeting was held with the vendor to discuss the workflow and details of designing the claims forms. System setup and configuration has begun. This system will replace current manual methods and provide for electronic submission of claims rather than via hardcopy to the City.

TOP ITEMS

- **Polling Place recruiting initiated**
- **Updated Election Code operative as of October 1st**
- **Converted Microfilm of Council Minutes now available back to 1935**
- **Claims Against the City using Electronic Forms project has started**



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Neighborhood and Business Improvement Districts:

Staff continue to prepare templates to be used by the various BIDs for submitting their Annual Planning Reports. To date, 14 have been completed and approved, with 5 in final review. The purpose of the templates is to increase the accuracy of responses, reduce the need for corrections, and facilitate meeting reporting deadlines. The reports are required by November 1, 2014.

Staff met with the proponents for the proposed Venice Beach Board Walk business improvement district.

Microfilm Conversion of City Council Minutes - 15 reels of microfilm containing Council Minutes were converted to a digital format for online access this week. That brings our total to 113 reels converted this fiscal year and 326 reels total, which represent 53% of this year's project and 38% of the total four year project respectively. The City Council minutes are now available on line back to May of 1935.

Fiscal – Staff completed the draft of the FY13/14 Annual Trust Fund Report; met with DONE staff regarding budget ramifications for the FY 15/16 Neighborhood Council elections; and coordinated with Department Division Heads and Mayor's Office in preparation for FY15/16 Proposed Budget.

AB1290/Council – Staff has thirteen (13) contracts and amendments in process, closed out two (2) contracts, processed five (5) payments, and has five (5) close outs in progress

General City Purposes – Staff received 24 GCP allocation requests, processed 20 invoices for payment, drafted four (4) contracts, and completed drafting an RFP for Advertising Placement Services related to Official Notices.

Personnel – Staff prepared a Workers Compensation Salary Report for one Council employee; attended a Citywide Human Resources Roundtable meeting; attended a Mayor's Office Innovation and Process Improvement Training; and commenced work on the FY 15-16 Proposed Budget related to departmental service codes and organization charts.

ISSUES

None to report.

UPCOMING. . . .

Monthly ClerkSTAT - October 9, 2014 at 9:45am in Administrative Services Conference Room.

Claims Against the City - Staff to report to the City Attorney's Risk Management Advisory Committee regarding electronic Claims process on October 7, 2014

Yunnan Province, China - Delegation tour of the City Archives and Records Center - October 14, 2014

City Elections - Candidate Briefing Presentations - Scheduled for October 18 and November 1, 2014.

Disaster Recovery - The City Clerk semi-annual systems disaster recovery test will be conducted October 25, 2014.